

Quick Start:

Setting up Multi-Factor Authentication

Multi-factor Authentication (MFA) protects us from scams and hackers by requiring a second form of verification when you log in with your password.

You will need:

- Your Apple or Android mobile device
- Your computer
- A good internet connection
- Your work email address and password.

To get started:

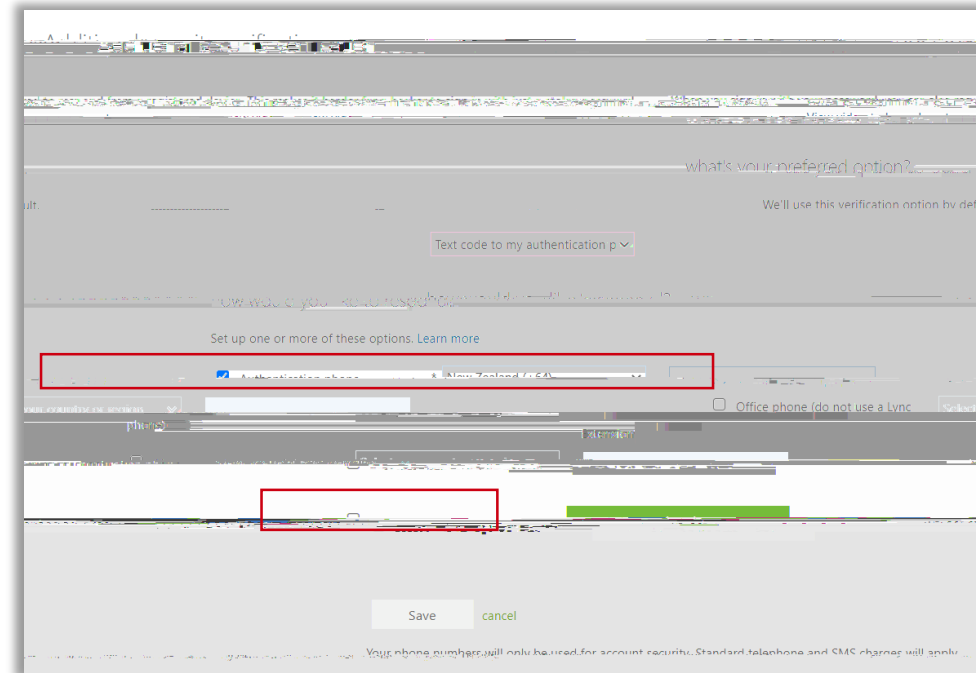
You will need to have an authenticator app downloaded **Installing an Authenticator App** guide.

If you need more help:

Contact the ITS Service desk or phone **03 369 5000** or **0508 824 843**.

On your computer:

1. Go to <https://aka.ms/MFASetup>.
2. Choose your preferred authentication method and enter your phone number.
3. Select **Set up Authenticator app**.



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On your computer:

4. A QR code will appear for your mobile configuration.



On your phone

5. Open your Authenticator app.
6. Select **Add work or school account** and click **Next**.
7. Use the camera on your phone to scan the QR code.

the Code and URL below the QR code manually into your phone.

8. You will see a **Verifying app** message on your computer, and will need to check your phone for a notification.
9. Select **Approve** on your phone.
10. On your computer, you name.
11. Select **Save** be:SK,

